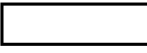


~~SECRET~~

OTR DRAFT



REGULATION



TRAINING  
21 May 1956

JUNIOR OFFICER TRAINING PROGRAM

Rescission: CIA Regulation No. [redacted] dated 14 January 1956

CONTENTS

	Page
GENERAL . . . . .	Document No. 604
POLICY . . . . .	NO CHANGE in Class
RESPONSIBILITIES . . . . .	<input checked="" type="checkbox"/> DECLASSIFIED
PROCEDURES . . . . .	Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/2763  
Date: 8/3/78 B [redacted]

1. GENERAL

- a. The Agency faces simultaneously two problems in the development of its professional manpower. On the one hand, it has to meet the heavy current demands put upon it by the intelligence consumer; and, on the other, it has to prepare its manpower to meet future demands at an increasingly higher level of professional skill. It has not often been able to withhold personnel from the immediate task until they are trained to perform at a level equal to the exacting requirements of a truly professional intelligence service.
- b. These problems are further complicated by the fact that intelligence at the national level is a relatively new profession in the United States, and one whose doctrine and techniques, necessarily, are neither taught nor widely known outside the intelligence

~~SECRET~~

~~S-E-C-R-E-T~~

community. This means that although the newly-recruited intelligence officer brings to bear on his job some academic specialty, he is suddenly called on to relate his skill to the peculiar requirements of intelligence. And he has to do this simultaneously with meeting insistent consumer demand for a finished professional product.

- c. The Agency has established the Junior Officer Training Program (JOTP) as one means of meeting these problems. It is a Program that aims at identifying those with high potential for professional assignments, withholding them from regular duty until they are equipped through formal training and controlled duty assignments with skills appropriate to Agency needs, and only then releasing them for permanent placement. It is a Program, in brief, based on the recognition that part of the Agency's present resources must always be invested against future needs and anticipated attrition, and that its professional personnel must be given the training and preparation required to discharge the Agency's many-sided mission.
- d. The JOTP is now being expanded to merge its purposes with those of the Junior Career Development Program. The objective of this merger, in furtherance of the purposes of the JOTP, is to identify those on-duty personnel who might otherwise have been brought into the Agency as JOs, and to provide them with opportunity equal to that afforded newly-recruited personnel to participate in the Program.

- 2 -

~~S-E-C-R-E-T~~

~~S-E-C-R-E-T~~

- e. This regulation prescribes the general policies governing the JOTP, the qualifications and procedures for entrance into it, and the responsibilities of Agency officials in carrying out its purposes.

## 2. POLICIES

- a. The purpose of the JOTP is to select and prepare highly-qualified young men and women for a career in the Agency as professional intelligence officers. This purpose will be carried out through:
  - (1) Analysis of their professional potential;
  - (2) Development and direction of flexible programs of career preparation, appropriate to Agency needs and tailored to the individual's capacity, leading to permanent placement.
- b. All on-duty Agency personnel who meet the qualifications described in this regulation are encouraged to apply for admission into the JOTP. Agency officials will therefore employ the JOTP as a primary means of developing the professional potential of personnel currently under their jurisdiction and of providing them with the specialized and advanced training they will need to fill positions of increasingly greater responsibility within the Agency.
- c. The formal training phase of the JOTP will be built around a basic curriculum in the principles and methods of intelligence production, operations, and support activities, thus imparting the body of basic

- 3 -

~~S-E-C-R-E-T~~

~~S-E-C-R-E-T~~

professional knowledge that the well-equipped intelligence officer should possess. It will be followed by a tailored program of controlled duty assignments and advanced training. The tour in the JOIP will be the equivalent of a regular duty assignment; the JOI will thus have opportunity for promotion, based on the quality of his performance, within the framework of existing Agency regulations.

d. The length of time the JOI spends in the JOIP will depend on such factors as:

- (1) Analysis of the JOI's potential and aptitudes;
- (2) The quality of his performance in training courses and duty assignments;
- (3) The eventual assignment for which he is being prepared and the training required for it -- which, in the case of intensive language and area training for example, may extend over a prolonged period.

When the JOI is prepared to undertake a permanent assignment, he will be recommended for transfer and released from the JOIP. If at any time the JOI fails to meet the standards established for the JOIP, he may be dropped from it and referred to the Office of Personnel for reassignment.

e. The numbers of personnel to be entered into the JOIP at any given time will be related to the Agency attrition rate for professional positions and to the determination as to which of these positions can be appropriately filled by JOIs.

- 4 -

~~S-E-C-R-E-T~~

~~S-E-C-R-E-T~~

### 3. RESPONSIBILITIES

- a. The Deputy Director (Support) will fix the ceiling on the numbers of JOTs at any given time.
- b. The Director of Training will:
  - (1) Plan, direct, and administer the JOFP;
  - (2) In collaboration with the Director of Personnel
    - (a) Determine which of the professional positions in the Agency can be appropriately filled by JOTs;
    - (b) Recommend to the Deputy Director (Support) the numbers to be entered into the JOFP at any given time;
  - (3) Select JOTs, and prescribe and supervise their programs of training and career preparation;
  - (4) Determine the length of time the JOT spends in the JOFP, in accordance with his projected assignment and the training appropriate to it;
  - (5) Recommend permanent placement.
- c. The Director of Personnel will:
  - (1) Be responsible for identifying and recommending candidates for the JOFP and, after their selection, for final recruitment and EOD processing; in this connection, he will administer a University Consultant Contact Program and other specialized recruiting programs, and establish procedures for expeditious EOD processing;

- 5 -

~~S-E-C-R-E-T~~

S-E-C-R-E-T

- (2) Assist the Director of Training in identifying qualified JOT candidates from among on-duty Agency personnel and in arranging for their entry into the JOTP;
  - (3) Provide the Director of Training with such personnel data as he may require in planning and administering the JOTP.
- d. The Deputy Directors, through their supervisory officials, will further the JOTP by:
- (1) Identifying and making available for the JOTP on-duty Agency personnel of high career potential;
  - (2) Accommodating and supervising JOTs in temporary duty assignments as prescribed in their programs of career preparation;
  - (3) Reporting periodically to the Director of Training on the quality of the JOTs' performance.

#### 4. PROCEDURES

##### a. Eligibility Factors

- (1) To be eligible for the JOTP, a candidate must:
  - (a) Have a college education or, in the case of on-duty Agency personnel, its equivalent in experience;
  - X (b) Be medically qualified for full duty/general; X
  - X (c) Be qualified to undertake assignments of any degree of sensitivity;
  - (d) Be willing to undertake any assignment, anywhere, at the convenience of the Agency. In each instance, full

- 6 -

S-E-C-R-E-T

~~S-E-C-R-E-T~~

consideration will be given to the particular capabilities, interests, and personal circumstances of the individual;

- (e) Possess a high degree of professional potential, as determined by the Director of Training after analysis of all available data.
- (2) JOIs will, in general, be in grades GS-5 through GS-11 and be between the ages of 21 and 31; exceptions will be made in respect to both grade and age, however, in particular cases.

b. Identification and Nomination of On-Duty Personnel

- (1) Potential JOIs may be identified from among on-duty Agency personnel in any one of five ways:
  - (a) By application of the individual to the Director of Training, through the supervisory chain-of-command;
  - (b) By supervisors;
  - (c) By Career Service Boards;
  - (d) By the Director of Personnel, on the basis of his analysis of fitness reports and other records of performance in the Agency;
  - (e) By the Director of Training, on the basis of his analysis of professional testing results, assessment programs, and training course evaluations.

~~S-E-C-R-E-T~~

~~S-E-C-R-E-T~~

- (2) Once identified, candidates for the JOFP will be nominated to the Director of Training by the appropriate Career Service Board. Candidates identified initially by the Director of Personnel or the Director of Training, as well as those who have applied personally, will be referred to the Career Service Boards. All applications will be endorsed, either affirmatively or negatively, and forwarded to the Director of Training for action.

c. Selection

The Director of Training will select JOFs, after analyzing the individual's potential for career service, on the basis of the following data:

- (1) Inspection of the personnel file, including college and university records, the recruiter's report of interview, and, where appropriate, that of the University Consultant; in the case of present employees, special attention will be given to fitness reports and other records of performance in the Agency;
- (2) Office of Training, Assessment and Evaluation Staff reports;
- (3) Personal interviews;
- (4) Medical reports;
- (5) Security reports.

d. Career Status

When a candidate is selected for the JOFP, he will be assigned to the Office of Training and will receive an ST career designation for his tenure in the JOFP.

~~S-E-C-R-E-T~~



~~S-E-C-R-E-T~~

e. Military Duty

Draft-eligibles and members of ROTC programs may be selected for the JOTP, in accordance with Agency agreements with the military services. The JOT will not be relieved of his military obligation but will discharge it through active duty, normally including service in the Agency's military component.

f. Overseas Duty

- (1) An overseas assignment may be part of the JOT's career preparation; his tour will be the same length as that prescribed by the Field Station for all Agency personnel.
- (2) The JOT in the field will be given typical field experience, commensurate with his ability. He will be required to devote part of his time to language study and will be given the opportunity to do so.
- (3) During an overseas tour, the JOT may:
  - (a) Remain on the rolls of the JOTP throughout the tour;
  - (b) Be released from the JOTP for the duration of the tour and then rejoin it on his return to Headquarters;
  - (c) Be double-slotted against the field T/O until a field vacancy occurs for which the JOT is qualified; then, with the concurrence of the Director of Training, the JOT will be assigned to this vacancy and the Field Station will request no other replacement.

~~S-E-C-R-E-T~~

~~S-E-C-R-E-T~~

g. Placement in Permanent Assignments

- (1) The JOF will be recommended for permanent placement by the Director of Training, on completion of his program of career preparation.
- (2) The Director of Personnel will accomplish the permanent placement of the JOF, on the basis of this recommendation, and with the concurrence of the supervisory officials concerned.
- (3) A JOF selected from among on-duty personnel will be placed in accordance with his individual capabilities and the best interests of the Agency and will not necessarily rejoin his original office or component on completion of his tour in the JOF.

~~S-E-C-R-E-T~~

0840 - 21 May

Mr. Baird:

dropped this off. He  
says that they are now in the process of  
coordinating this with Personnel and  
General Counsel.

Bernice

